

CHAPTER:	Purchasing and Bidding	DATE ADOPTED: August 10, 1999	NUMBER
ADMINISTRATION		Revised: November 15, 2005 November 13, 2012 June 14, 2016 November 10, 2020	206

SYNOPSIS:

1	General Policy
2	Purchasing Guidelines
3	Emergency Purchases
1	<p>General Policy: The matter of College spending, including purchase of supplies and equipment, is one to which the Board gives critical attention. The Board seeks in every case to purchase, for the least expenditure of funds, optimum quality for the function to be served. The official budget document shall be considered as the authority for all expenditures which are made during the fiscal year. The principal concern of the Board shall be that the overall expenditure for any fiscal period shall not exceed the budgeted amount for any one fund. Categorical breakdowns within funds shall be used primarily for budget control for the current fiscal year and for future budget planning.</p>
2	<p>Purchasing Guidelines:</p> <ul style="list-style-type: none"> a. Any expenditure of College funds requires the approval of the Supervisor and the representative Vice President/President. Purchases made by individuals without prior approval remain a liability of the individual until such approval is granted. b. In addition to meeting the above requirement, reimbursement requests for travel expenses by the President’s Cabinet members must be approved by the President. c. Each President’s Cabinet member is responsible for the management of his or her assigned budget. Over- or under-expenditures should be called to the attention of the President well in advance of any developing crisis. d. All purchasing authorizations are subject to review and approval or rejection. e. No official may make a purchase or contract in the name of the College when the estimated total cost of construction, erection, demolition, alteration or repair of a public improvement exceeds the adjusted competitive bid threshold established in Section 314.1B without bids in accordance with Chapter 26, Code of Iowa. <p>Competitive quotations shall be required for public improvement having an estimated total cost that exceeds the applicable threshold amount provided in Section 26.14, Code of Iowa, but is less than the competitive bid threshold noted above.</p>
3	<p>Emergency Purchases: Should an emergency arise in any College operating unit necessitating immediate purchase of an article or service, such purchase may be made according to procedures outlined by the President. Such procedures may include the delegation of emergency purchasing procedures to appropriate college personnel.</p>